

BRANCH OFFICE APPLICATION

EFF. DATE (FOR DRE USE ONLY)

RE 203 (Rev. 11/02)

LICENSE TYPE — CHECK ONE ONLY

(Refer to "General" instructions on reverse side.)

- ☐ INDIVIDUAL BROKER LICENSE — COMPLETE ITEMS 1 & 3–5.
- ☐ CORPORATION OFFICER LICENSE — COMPLETE ITEMS 2–5.

- ✓ **Read instructions on reverse side before completing application.**
- ✓ Duplicate license requests can be completed on DRE's Web site using *eLicensing*. (See reverse side.)

1. BROKER ID NO.	INDIVIDUAL BROKER NAME — DO NOT LIST DBAs OR TRACT NAMES
2. CORPORATION ID NO.	CORPORATION NAME — DO NOT LIST DBAs OR TRACT NAMES
NAME OF LICENSED BROKER-OFFICER	

3. MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX	CHANGE OF MAILING ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
CITY	STATE	ZIP CODE
4. MAIN OFFICE ADDRESS — STREET ADDRESS	CHANGE OF MAIN ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
CITY	STATE	ZIP CODE

BRANCH OFFICE(S)

CHECK ONE A <input type="checkbox"/> ADD D <input type="checkbox"/> CANCEL L <input type="checkbox"/> DUPLICATE LICENSE (\$10)	A. BRANCH OFFICE ADDRESS – STREET ADDRESS (DO NOT LIST DBAs OR TRACT NAMES)		
	2ND LINE OF ADDRESS, IF ANY		
	CITY	CA	ZIP CODE
CHECK ONE A <input type="checkbox"/> ADD D <input type="checkbox"/> CANCEL L <input type="checkbox"/> DUPLICATE LICENSE (\$10)	B. BRANCH OFFICE ADDRESS – STREET ADDRESS (DO NOT LIST DBAs OR TRACT NAMES)		
	2ND LINE OF ADDRESS, IF ANY		
	CITY	CA	ZIP CODE
CHECK ONE A <input type="checkbox"/> ADD D <input type="checkbox"/> CANCEL L <input type="checkbox"/> DUPLICATE LICENSE (\$10)	C. BRANCH OFFICE ADDRESS – STREET ADDRESS (DO NOT LIST DBAs OR TRACT NAMES)		
	2ND LINE OF ADDRESS, IF ANY		
	CITY	CA	ZIP CODE
CHECK ONE A <input type="checkbox"/> ADD D <input type="checkbox"/> CANCEL L <input type="checkbox"/> DUPLICATE LICENSE (\$10)	D. BRANCH OFFICE ADDRESS – STREET ADDRESS (DO NOT LIST DBAs OR TRACT NAMES)		
	2ND LINE OF ADDRESS, IF ANY		
	CITY	CA	ZIP CODE
CHECK ONE A <input type="checkbox"/> ADD D <input type="checkbox"/> CANCEL L <input type="checkbox"/> DUPLICATE LICENSE (\$10)	E. BRANCH OFFICE ADDRESS – STREET ADDRESS (DO NOT LIST DBAs OR TRACT NAMES)		
	2ND LINE OF ADDRESS, IF ANY		
	CITY	CA	ZIP CODE

5. ORIGINAL SIGNATURE OF INDIVIDUAL BROKER **OR** LICENSED BROKER-OFFICER DATE BUSINESS PHONE #

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DRE ONLY	PROCESSOR #	DATE PROCESSED	SENDER'S #	DATE SENT
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INSTRUCTIONS

General

If you hold an individual broker license and a corporation officer license, indicate which license the add/cancel/duplicate request should apply. If add/cancel/duplicate requests are needed for both licenses, complete a separate RE 203 for each license.

- ✓ **Individual Brokers** — Complete items #1 and 3–4 plus the appropriate number of branch office address blocks.
- ✓ **Corporations** — Complete items #2–4 plus the appropriate number of branch office address blocks.
- ✓ **Signature** — Line #5 must be signed by the broker or licensed broker-officer of the corporation.
- ✓ If you electronically re-create this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

eLicensing

Licensees can perform the following transactions using the *eLicensing* system on DRE's Web site at www.dre.ca.gov.

- ✓ Broker and salesperson renewals,
- ✓ Broker, salesperson, officer and branch duplicate license requests,
- ✓ Salesperson requests to change employing broker,
- ✓ Mailing address changes, and
- ✓ Automated fee payment and processing.

Renewal Information

- ✓ **On-Time** — Branch office licenses are automatically renewed when the license of the broker or designated officer of a corporation is renewed on an on-time basis. Complete front to cancel any branch offices no longer in effect.
- ✓ **Late** — Branch office licenses are automatically canceled when the license of a broker or designated broker-officer of a corporation is renewed on a late basis. Complete front to re-add branch offices.

Branch Offices and DBAs

Branch office licenses and fictitious business names are not associated with each other except through the broker or corporation officer license. Once added to an individual broker license or corporation officer license, a fictitious business name may be used at any or all locations that are currently licensed to this individual broker or corporation.

Add, Cancel, Duplicate License

- ✓ Branch office addresses cannot be changed. The old address must be canceled and the new one added.
- ✓ Check the add, cancel, or duplicate license box for each address entered. If a street address is unavailable, indicate the physical location (i.e., the nearest intersection and the distance to it).

Fees

- ✓ A \$10 fee is required for *each* duplicate branch office license requested.
- ✓ There is no fee for adding or canceling a branch office license.

Proof of Legal Presence

All real estate licensees are required to submit proof that they have legal presence in the United States in order to obtain an original or renewal license. This information can be submitted at any time during a licensee's four year license term, but it must be received before a renewal license can be issued. All licensees are encouraged to submit this information as soon as possible to avoid delays at the time of renewal. The proof of legal presence document (i.e. birth certificate, resident alien card, etc.) must be submitted with a State Public Benefits Statement (RE 205). Please refer to that form for further instructions.

Mailing or Questions

- ✓ Mail completed application and fee, if required, to: Department of Real Estate, P.O. Box 187004, Sacramento, CA 95818-7004
- ✓ Forms and additional information may also be obtained from our Web site at www.dre.ca.gov.
- ✓ If you have any questions, please write to the above address or call: (916) 227-0931.

Note

To avoid processing delays, please complete all information requested.

The following situations routinely cause delays or require the Branch Office Application to be returned:

- ✓ The branch office address being requested:
 - Is the same as the current main office address on record with DRE;*
 - Is incomplete (zip codes are required for all branch office licenses);
 - Is not a California address;
 - Does not indicate a street address or physical location (i.e., the nearest intersection and distance to it)
- ✓ The mailing and/or main office addresses listed on this application differ from those currently on record with DRE.*
- ✓ The license identification number does not correspond to the licensee name.*
- ✓ The application:
 - Is not properly signed by the licensed broker or broker-officer (when request is made by a corporation);
 - Contains an unacceptable signature (countersignature, photocopy, or fax copy); or
 - Is not suitable for microfilming/imaging and/or processing (poor quality fax or photocopy).

* The current main, mailing, branch addresses, etc., may be verified on the Internet by selecting "License Status" from the DRE home page. Our Web address is www.dre.ca.gov.